

Public Affairs
Record Retention Plan
Updated 10-10-07

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Subject Matter	Topical, includes ongoing issues, research and materials	Update in Annual Review	Public Affairs Director	Hard copy	Office
OSB Legislative Package Records	Notebook of proposals and background information	6 years	Public Affairs Assistant	Hard copy	Office
Initiatives	Research materials and information compiled by topic	Permanent	Public Affairs Assistant	Electronic	Server
Legislative Tips Workshop	Publication and work-up materials	Permanent	Public Affairs Assistant	Electronic and hard copy	Server and office
OSB Legislative Highlights Book/CLE	Book	Permanent	Public Affairs Assistant	Electronic and hard copy	Server (under CLE Pubs) and office
Capitol Insider	Issues	Permanent	Public Affairs Assistant	Electronic	Server
Public Affairs Committee	Agenda, minutes	Agenda-five years Minutes-five	Public Affairs Director	Hard Copy	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
		years Research material-as needed			